

- Course number or unique identifier
 - Student roster or equivalent
 - Verification of candidates continuous successful participation in the tasks for which they are qualified Annual performance review in the individuals personnel record and/or
- 5 2 2 2 Personnel required to attend training shall be identified and documentation that they did attend will be maintained, in addition to documentation of corrective actions for those who did not attend
- 5 2 3 The following elements of continuing training are submitted for input to the TSR in accordance with Work Instruction INSTR 003, *Instructions for Tracking, Scheduling and Documenting Training*
- 5 2 3 1 Briefing/lecture or seminar records
 - 5 2 3 1 1 Continuous training documentation
 - 5 2 3 2 Periodic Examinations
 - 5 2 3 3 Required Reading records
- 5 2 4 Copies of documentation submitted to the TSR are maintained by RMRS when required by INSTR 003

NOTE *Continuing Training Records of Completion are In-Process QA documents for record-keeping purposes IF the Continuing Training Records of Completion pertain to the TWCP-TIP OR the Low-Level Waste Management Plan (Appendix 9), THEN they are WIPP/LL/LLM In-Process QA Documents*

Table 5-1, Records Processing

Record Identification	Record Type Determination	Protection / Storage Methods	Processing Instructions
Formal (with TSR Course Number) Continuing Training Record of Completion	In-Process Quality Assurance Document And/or In-Process WIPP/LL/LLM QA document	Responsible Manager SHALL implement a reasonable level of protection to prevent loss and/or degradation while in process Documents SHALL be protected utilizing standard office equipment and methods while in process	Continue prescribed processing of document(s) After approval by the Responsible Manager, transmit all documents to Training Records, Bldg 131 in accordance with the Site TUM
Informal Continuing Training Record of Completion	In-Process Quality Assurance Document And/or In-Process WIPP/LL/LLM QA document	Responsible Manager SHALL implement a reasonable level of protection to prevent loss and/or degradation while in process Documents SHALL be protected utilizing standard office equipment and methods while in process	Continue prescribed processing of document(s) After approval by the Responsible Manager, transmit all documents to Training Records, Bldg 131 in accordance with the Site TUM Also, transmit copies of WIPP/LL/LLM In-Process QA documents to the NQA-1 Waste Records Center, in accordance with the 1-PRO-077-WIPP-005, Management of WIPP Information Prior to Transmittal to NQA-1, Waste Records Center in Bldg 441

6. REFERENCES

- DOE Order 5480 20a, Personnel Selection, Qualification and training requirements for doe nuclear facilities
- Kaiser Hill Training Users Manual (TUM)
- RF/RMRS-97-040, RMRS Training Manual
- DOE -STD-1060-93, Guide to Good Practices for Continuing Training
- DOE-STD-1010-92, Guide to Incorporating Operating Experiences
- RMRS INSTR 003, Instructions for Tracking, Scheduling and Documenting Training
- RMRS INSTR 006, Development and Use of Qualification Documents
- RMRS INSTR 007, Development and Use of Training Implementation Plans (TIPs)

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